

IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF PUERTO RICO

In re

Debtor

Plaintiff

Defendant

:  
:  
:  
:  
:  
:  
:  
:  
:  
:  
:

Case No.

(GAC)

Chapter

Adv. Proc. No.

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**SUMMONS AND NOTICE OF PRETRIAL CONFERENCE  
IN AN ADVERSARY PROCEEDING**

YOU ARE SUMMONED and required to file a motion or answer to the complaint which is attached to this summons with the Clerk of the Bankruptcy Court within 30 days after the date of issuance of this summons, except that the United States and its offices and agencies shall file a motion or answer to the complaint within 35 days.

Clerk, U.S. Bankruptcy Court  
U.S. Post Office & Courthouse Building  
1<sup>st</sup> Floor, Suite 109, 300 Recinto Sur  
Old San Juan, Puerto Rico, 00901

At the same time, you must also serve a copy of the motion or answer upon plaintiff's attorney.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
If you make a motion, your time to answer is governed by Fed. R. Bankr. P. 7012.

YOU ARE NOTIFIED that a pretrial conference of the proceeding commenced by the filing of the complaint will be held at the following time and place.

U.S. Post Office and Courthouse Bldg.  
300 Recinto Sur 3<sup>rd</sup> Floor  
Old San Juan, Puerto Rico 00901

Courtroom: 3

Date \_\_\_\_\_

Time \_\_\_\_\_

IF YOU FAIL TO RESPOND TO THIS SUMMONS, YOUR FAILURE WILL BE DEEMED TO BE YOUR CONSENT TO ENTRY OF A JUDGMENT BY THE BANKRUPTCY COURT AND JUDGMENT BY DEFAULT MAY BE TAKEN AGAINST YOU FOR THE RELIEF DEMANDED IN THE COMPLAINT.

CELESTINO MATTA-MENDEZ  
CLERK, U.S. BANKRUPTCY COURT

Date \_\_\_\_\_

By: \_\_\_\_\_

## CERTIFICATE OF SERVICE

I, \_\_\_\_\_, certify that I am \_\_\_\_\_, and all times during the service

(name)

of process was, not less than 18 years of age and not a party to the matter concerning which service of process was made. I further certify that the service of this summons and a copy of the complaint was made

**by:**\_\_\_\_\_.

( date)

- ☐ **Mail Service:** Regular, first class United States mail, postage fully pre-paid, address to:
- ☐ **Personal Service:** By leaving the process with defendant or with an office or agent of defendant at:
- ☐ **Residence Service:** By leaving the process with the following adult at:
- ☐ **Certified Mail Service on an Insured Depository Institution:** By sending the process by certified mail addressed to the following office of the defendant at :
- ☐ **Publication:** The defendant was served as follows: [Describe briefly]
- ☐ **State Law:** The defendant was served pursuant to the laws of the State of \_\_\_\_\_  
(name of state)
- as follows: [Describe briefly]

**Under penalty of perjury, I declare that the foregoing is true and correct.**

**Date**

Signature

**Print Name:** \_\_\_\_\_

**Business address:** \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_